

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 3 AND 242
ANDERSON, INDIANA

January 1, 2004 to December 31, 2004



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Gerald Coleman	01-06-02 to 02-29-04
	Mary DePrez	03-01-04 to 01-09-05
	Joel Silverman	01-10-05 to 01-11-09
Branch Manager	Cheryll Forman	01-01-04 to 08-17-04
	Sherry Clifford	08-18-04 to 03-15-05
	Tammy Sanders-Miller	03-16-05 to 05-31-05
	Dulcie Holcomb	06-01-05 to 12-31-05



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Numbers 3 and 242 (Branches) for the period of January 1, 2004 to December 31, 2004. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branches for the year ended December 31, 2004, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

November 7, 2005

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 3 AND 242
 ANDERSON, INDIANA
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS
 January 1, 2004 to December 31, 2004

	Branch Number 3	Branch Number 242	Totals (Memorandum Only)
Collections:			
Registrations	\$ 3,667,241	\$ 611,425	\$ 4,278,666
Titles	789,173	-	789,173
Drivers licenses	255,145	-	255,145
Watercraft	83,200	-	83,200
Miscellaneous	<u>3,484</u>	<u>-</u>	<u>3,484</u>
Totals	<u>\$ 4,798,243</u>	<u>\$ 611,425</u>	<u>\$ 5,409,668</u>
Distributions:			
State fees	\$ 1,724,535	\$ 128,593	\$ 1,853,128
County tax	2,514,474	429,722	2,944,196
Commission fees	<u>559,234</u>	<u>53,110</u>	<u>612,344</u>
Totals	<u>\$ 4,798,243</u>	<u>\$ 611,425</u>	<u>\$ 5,409,668</u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 3 AND 242
ANDERSON, INDIANA
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles, and drivers licenses are sold. Fees are uniform throughout the state.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

Note 4. Self-Service Terminal

This report contains financial and statistical information for Anderson License Branch Number 3 and License Branch Number 242, a self-service terminal (SST). The manager of Anderson License Branch Number 3 is responsible for maintaining the SST.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 3 AND 242
 ANDERSON, INDIANA
 STATISTICAL INFORMATION
 January 1, 2004 to December 31, 2004

<u>Transactions Processed</u>	<u>Branch Number 3</u>	<u>Branch Number 242</u>	<u>Totals (Memorandum Only)</u>
Vehicle registrations:			
Passenger	22,223	4,399	26,622
Motorcycle	939	203	1,142
RV (housecar)	497	63	560
Light truck	7,499	1,431	8,930
Other truck	274	7	281
Farm truck	32	7	39
Tractor	27	-	27
Trailer	2,429	294	2,723
Semitrailer	42	-	42
School and church bus	81	1	82
Other bus	5	-	5
Other	10	-	10
Total vehicle registrations	<u>34,058</u>	<u>6,405</u>	<u>40,463</u>
Drivers licenses and permits:			
Drivers licenses/learners permits	10,060	-	10,060
CDL licenses/CDL permits	526	-	526
Placards	1,839	-	1,839
Other	8,590	-	8,590
Total drivers licenses and permits	<u>21,015</u>	<u>-</u>	<u>21,015</u>
Titles:			
Vehicles	18,417	-	18,417
Watercraft	231	-	231
Total titles	<u>18,648</u>	<u>-</u>	<u>18,648</u>
Total watercraft registrations	<u>987</u>	<u>-</u>	<u>987</u>

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 3 AND 242
ANDERSON, INDIANA
EXAMINATION RESULT AND COMMENT

AFFIDAVIT OF ELIGIBILITY FOR MUNICIPALLY OWNED LICENSE PLATES

Affidavits of eligibility for municipally owned license plates (State Form 45616) were not completed or on file at the Branch.

An affidavit of eligibility for municipally owned license plates (State Form 45616) must be completed or on file for each municipal unit issued a municipal license plate. (Bureau of Motor Vehicles Registration Manual)

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 3 AND 242
ANDERSON, INDIANA
EXIT CONFERENCE

The contents of this report were discussed on November 16, 2005, with Dulcie Holcomb, Branch Manager.